LEAVE OF ABSENCE
P-1 Type 501 Leave of Absence

Requires Approvals by: PA DEPT COMP

Completing the P1:

- Last Work Day field: Enter the last day the employee was physically at work.
- Leave Reason field: Enter the applicable leave code.
- Leave of Absence (LOA) Date field: Enter the first day the employee was on leave without pay. For an employee going on medical leave this is usually the day after the employee has exhausted all available balances.
- LOA Return Date field: Enter the date the employee is scheduled to return to work. If you are unsure of the employee's return date, enter an approximate return date. The return date cannot be in the current pay period – it must be in the future.

Notes about Putting an Employee on Leave:

- An employee should be moved to a leave code if the leave code is applicable for more than one pay period.
- An employee should not be moved to a medical leave code (53 - FMLA for Family Member, 54 - Medical Leave Without Pay, or 57 - Medical Intermittent Leave) until all available balances have been exhausted.
- If an employee will be going on FMLA for Family Member, only the Family Care portion of the employee's sick leave (up to 40 hours), not the entire sick leave balance, needs to be exhausted. The employee's other available balances must be exhausted in full.
- An employee can only receive holiday pay while on leave if they are in pay status the last scheduled workday before and the first scheduled workday after the holiday (per 63.8(3)).
- If an employee in leave code 57 - Medical Intermittent Leave stops working intermittently and will remain off work, the employee should be moved to code 54 - Medical Leave Without Pay; or, if an employee who is in leave code 54 returns to work on an intermittent basis, the employee should be moved to code 57.
- Employees who are going on 54 - Medical Leave Without Pay (or code 53 - FMLA for Family Member who are not working intermittently) should be put on leave in the pay period of their first day on leave without pay. Do not keep the employee in code 00 - Active in order to pay the minimal vacation and sick balances that will accrue from the timesheet. Instead, in the pay period after the employee is put on leave, complete an 846 P1 to pay out the employee's remaining sick and vacation balances (which should only be the sick and vacation that was accrued on the hours in the prior pay period) in the "Reg Oth Pay Adj" field. Also write a 271 Leave Balance Correction P1 to completely zero out the employee's balances.

    Example:
    - An employee last worked on 10/14/2012 and has been using her remaining sick and vacation balances since that time. The employee's sick and vacation balances will be exhausted as of 11/29/2012, so a 501 Leave of Absence P1 should be completed to put her on leave in the pay period in which that date falls - 11/23/2012.
    - The following dates should be entered on her 501 Leave of Absence P1:
        - Last Work Day: 10/14/2012
        - Leave Reason: 54 Medical Leave Without Pay
        - LOA Date: 11/29/2012
        - LOA Return Date: 01/04/2013 (must be more than one pay period from the LOA Date)

- o Her balances at the start of the 11/23/12 pay period are 13.2559 vacation and 5.7942 sick. She will be paid for: 8 holiday hours on 11/23 (since she was in pay status both before and after the holiday - 11/21 and 11/26), 8 hours on 11/26 and 11/27 (5.79 sick and 10.21 vacation used), and 3.04 vacation and 4.96 leave without pay on 11/28, for a total of 19.04 hours paid that pay period. These hours will be paid since the LOA Date falls within the pay period, but she cannot be paid from the timesheet after the 11/23 pay period until she has been returned from leave.
- o The sick and vacation that is accrued on the 19.04 hours in the 11/23 pay period should be paid out in the "Reg Oth Pay Adj" field on an 846 P1 in the 12/07/12 pay period, and a 271 Leave Balance Correction P1 should also be done to zero out her balances.

Military Leave:

- Only put an employee on military leave if they will be gone for more than one pay period. Do not put an employee on leave if they are just going away for weekend duty.
- Code 41 - Military Leave Without Pay should be used when an employee is going on military leave for an extended period of time. Do not move the employee to this code until the 30 days (or what remains) of annual leave is exhausted, and any vacation and/or comp time requested is used. An employee on Military Leave does not have to use vacation or comp time, but may elect to do so if balances permit.

    Example:
    - o An employee went on active duty 09/17/2012 and will return from duty 07/01/2014. The employee has 26 days of annual leave remaining to be paid and is not electing to use any vacation or comp time. He will remain in code 00 - Active until the 10/12/2012 pay period, at which time he should be moved to code 41 - Military Leave Without Pay. This is because his last day of annual leave will be 10/22/2012.
    - o The following dates should be entered on the 501 Leave of Absence P1:
        - Last Work Day: 09/14/2012
        - Leave Reason: 41 Military Leave Without Pay
        - LOA Date: 10/23/2012
            - This should be the day after the employee ran out of annual leave or stopped using vacation/comp time. It must be in the current pay period for the employee to be paid hours on the timesheet.
        - LOA Return Date: 07/01/2014

- Code 40 - Military Leave With Pay should only be used for employees who are still in code 41 - Military Leave Without Pay when January rolls around, in order to pay the 30 days of annual leave.

    Example continued:
    - o Since the employee in the example above will still be on active duty as of 01/01/2013, he must be moved to code 40 - Military Leave With Pay in the 12/21/2012 pay period in order to be paid the 30 days of annual leave starting on 01/02/2013.
    - o Once the 30 days of annual leave have been paid the employee should be moved back to code 41 - Military Leave Without Pay.

- In order to pay employees who are in code 41 - Military Leave Without Pay their 30 days of paid military leave, write a 502 Leave Code Correction P1 and change the Leave Reason to code 40 - Military Leave With Pay. You should **not** use the 520 Return from Leave P1 – that P1 type is only used when the employee is physically returning to work.
- Once the 30 days of military leave have been paid, write another 502 Leave Code Correction P1 to change the employee's Leave Reason back to code 41 - Military Leave Without Pay.
- For more information on Military Leave, refer to the [Military Leave & Military Pay Differential memo](#).

LEADER OF ABSENCE CONTINUED

Leave Codes:

- As used in the leave code descriptions below, the term **"available balances"** refers to available Vacation, Sick Leave, Family Care Leave, Comp Time, Holiday Comp Time, Banked Holiday, and IUP Personal Leave, as applicable. The term "**regular base pay"** refers to base pay for all regular hours, as paid on a timesheet or PAYN. The term "**other pays"** refers to all other pay types, as paid on a P1 document (i.e., Regular Other Pay Adjustment, Terminal Leave Pay, Catastrophic Pay – unless not applicable).
- Please refer to the Leave Code Definitions and Pay document for more information about when the employee will be paid and what deductions will be taken when in a specific leave code.
- For more information on Donated Leave, please refer to the Donated Leave instruction document.
- Donated leave can now be given to employees in several different leave codes: 50 - Leave Without Pay (for non-FMLA leave for a family member), 53 - FMLA for Family Member, 54 - Medical Leave Without Pay, and 57 - Medical Intermittent Leave. Note that an employee must meet all program requirements to be eligible for Catastrophic Pay.

Leave of Absence With or Without Pay Codes:

40 Military Leave With Pay

- Leave code 40 is used when an employee in the military is in training or deployed for a continuous period. The employee must be put in the Military Leave With Pay code to be paid for their 30 days of paid military leave at the beginning of each calendar year. If the employee is working and using military leave intermittently, they remain in code 00 - Active. When an employee is in leave code 40, regular base pay and other pays (except Catastrophic Pay) are allowed.

44 Educational Leave

- Leave code 44 is used when an employee has been approved by the appointing authority for educational leave, whether it is paid or unpaid leave. When an employee is in leave code 44, regular base pay and other pays (except Catastrophic Pay) are allowed. See the Managers and Supervisor's Manual Section 6.10, Types of Leave, for more information on Educational Leave.

53 FMLA for Family Member

- Leave code 53 is used when an employee is using approved FMLA to care for a family member, including an ill or injured covered service member, on a continuous or intermittent basis, and all available balances have been exhausted (only the Family Care portion of the employee's sick leave - not the entire sick leave balance - needs to be exhausted, in addition to the employee's other available balances). When an employee is in leave code 53, all regular base pay and other pays are allowed. If an employee meets all the program requirements, they may be eligible to receive Catastrophic Donations. See Managers and Supervisors Manual Section 6.87, Donated Leave for Immediate Family Members. Once an employee exhausts their 12 weeks of FMLA leave in the fiscal year, they must be moved to leave code 50 - Leave Without Pay.

57 Medical Intermittent Leave

- Leave code 57 is used when an employee on medical leave is working intermittently and all available balances have been exhausted. Employees may or may not be on an FMLA-covered leave while in this leave code. When an employee is in the leave code of 57, all regular base pay and other pays are allowed. If an employee meets all the program requirements, they may be eligible to receive Catastrophic Donations. See Managers and Supervisors Manual Section 6.85, Donated Leave for Employees.
- **Note:** This code should only be used for employees who are working intermittently and will receive regular base pay; otherwise the employee should be in code 54 - Medical Leave Without Pay.

LEAVE OF ABSENCE CONTINUED

Leave of Absence <u>Without</u> Pay Codes:

Employees in the following leave codes will <u>not</u> be paid for any regular base pay, unless the Leave of Absence (LOA) Date is in the current pay period. To be paid from the timesheet outside of the pay period in which the LOA date falls, the employee must be returned, using code 56 - Return from Leave, before payroll processes.

41 Military Leave Without Pay

▪ Leave code 41 is used when an employee in the military is in training or deployed for a continuous period and is not working any regular hours or using any available balances. If the employee has been put in leave code 40 - Military Leave With Pay to be paid the 30 days of paid military leave at the beginning of the calendar year, you must wait to move them back to leave code 41 - Military Leave Without Pay until after they have been paid for the full 30 days. If an employee is working, but has to take unpaid days due to exhausting the 30 paid military days, they remain in code 00 - Active. When an employee is in leave code 41, all other pays (except Catastrophic Pay) are allowed, regardless of the LOA date.

50 Leave Without Pay

▪ Leave code 50 is used when an employee is on a non-medical leave of absence without pay. When an employee is in leave code 50, all other pays are allowed, regardless of the LOA Date. Catastrophic pay is allowed only for employees who are on leave for a family member that have exhausted their FMLA, **and** have met all program requirements.

54 Medical Leave Without Pay

▪ Leave code 54 is used when an employee on medical leave is not working any hours and all available balances have been exhausted. Employees may or may not be on an FMLA-covered leave while in this leave code. When an employee is in leave code 54, all other pays are allowed, regardless of the LOA Date. If an employee meets all the program requirements, they may be eligible to receive Catastrophic Donations. See Managers and Supervisors Manual Section 6.85, Donated Leave for Employees.

59 Temporary Layoff

▪ Leave code 59 is used when an employee is on a temporary layoff per a Collective Bargaining Agreement. When an employee is in the leave code of 59, all other pays are allowed, regardless of the LOA Date.

Return from Leave:

▪ To return an employee from leave, complete a 520 Return from Leave P1 and enter code 56 - Return from Leave in the "Leave Reason" field on page 3 of the P1.
▪ **Note:** You do not need to return an employee from leave in order to terminate them, unless the employee is in a without pay code and will have regular base pay (hours paid on timesheet) in the final pay period. All leave codes now allow employees to receive term leave pay, regardless of whether they are in a with pay or without pay leave code.

Administrative Rule:

Refer to Iowa Administrative Code, 11 Administrative Services Department, Chapter 63 Leave.

Managers and Supervisors Manual:

Refer to the Managers and Supervisors Manual, Chapter 6.